

CBA Account Activation Instructions (with DTS Electronic Reconciliation Module)

The current charge card vendor, Bank of America (BoA), requires up to sixty (60) days' lead time and each DoD component has different procedures; ensure the accounts are established, **but not used**, prior to activation in the DTS CBA Reconciliation Module.

The following information is provided to facilitate completion of the BoA Central/CBA Travel Account Setup Form (Form S09A1103 revised 11/30/05) to establish a new DTS CBA for reconciliation using the DTS CBA Reconciliation Module:

Section 1: Central Account Information

- 1.1 Billing Type: Select "Central/Centrally Billed"
- 1.2 Setup Required: Select "Transaction Account (non-card)"
- 1.3 Account Hierarchy: In accordance with Service/Agency established hierarchy guidance.
- 1.4 Agency/Organization Name: In accordance with Service/Agency established hierarchy guidance.
- 1.5 FIPS Code: In accordance with Service/Agency established hierarchy guidance.
- 1.6 Central Account Name: In accordance with Service/Agency established hierarchy guidance.
- 1.7 Overall Account Credit Limit: In accordance with Service/Agency established hierarchy guidance.
- 1.8 APC Contact Information: Should be the person performing the role of primary TO in DTS.
- 1.9 Statement Mailing Address: Not applicable. Accounts reconciled using the DTS CBA Reconciliation Module do not require paper statements. An electronic copy of the invoice as received from the Charge Card Vendor is stored within DTS and accessible at all times.
- 1.10 Add APC as EAGLS User?: Yes, if not already an established EAGLS user.
- 1.11 Update APC's Existing ID with new HL?: In accordance with Service/Agency established hierarchy guidance.
- 1.12 If yes, provide current User ID: Self-explanatory.
- 1.13 Billing Cycle Preference: **DTS billing cycle preference:**

Army	Beginning of the Month (3 rd -8 th)
AF	Mid-Month (9 th -16 th ; excluding the 11 th)
Navy/USMC	End of Month (16 th -27 th ; excluding the 17 th)
Defense Agencies	Mid-Month (9 th -16 th ; excluding the 11 th)
- 1.14 Account to be used for: Select **Air/Rail** only. Bus, Car Rental and Hotel cannot be reconciled in the DTS Reconciliation Module at the present time.
- 1.15 Mandatory City Pair: Yes, unless account is for MEPS travelers. Select No for MEPS travelers.

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Section 2: Electronic File Information:

2.1 Account Reconciliation: Select **No**. CTOs are not involved in performing the automated reconciliation of the DTS account; however fields 2.2 through 2.8 must be completed.

2.2 TMC file Type Indicator: Select **Other** and enter “**Standard TMC Format**”

Reminder: Include your Agency/Organization Name at the top of page 2 of the application in the space provided.

2.3 Delivery Method: Select **Existing Mailbox** (DTS)

2.4 Mailbox / SNA ID: Enter “**NBTRW (DTS Electronic Mailbox 32.71.196.74)**”

2.5 Effective Date of File Delivery: Indicate the date that Bank of America should begin transmitting electronic invoice files.

2.6 File format Required: Select **EDI** (select Yes and enter “EDI” if EDI is not an option)

2.7 File Compression Required: Select **Yes**

2.8 Electronic Interface File Recipient: Enter “**Defense Travel System**” in the first name field (no billing address required)

Section 3: Transaction / Diversion Account Information:

3.1 Account Name: In accordance with Service/Agency established hierarchy guidance.

3.2 Account Address: As applicable for the account holder.

3.3 Commercial Office Phone: As applicable for the account holder.

3.4 Commercial Fax: As applicable for the account holder.

3.5 Transaction account to receive paper statement? Select **No**

3.6 Add account holder as EAGLS User? Yes, if not already an established EAGLS user.

3.7 Update account holder’s existing ID with new HL? In accordance with Service/Agency established hierarchy guidance.

3.8 If yes, provide current User ID: Self explanatory.

3.9 Account to be used for: Select **Air/Rail** only. Bus, Car Rental and Hotel cannot be reconciled in the DTS Reconciliation Module at the present time.

3.10 Mandatory City Pair: Yes, unless account is for MEPS travelers. Select No for MEPS travelers.

Section 4: Card / Unit Card Account Information: This section should not be completed; unit cards are currently not reconcilable using the DTS CBA Reconciliation Module.

Reminder: Include your Agency/Organization Name at the top of page 3 of the application in the space provided.

Section 5: Account Attributes: This section should not be completed. It is not applicable.

Reminder: Include your Agency/Organization Name at the top of page 4 of the application in the space provided.

Section 6: Comments:

Include the following information in the comments section:

- The Designated Billing Office (DBO): Defense Travel System

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- The Transaction Dispute Office (TDO): In accordance with current DoD component procedures
- The name(s) of an alternate APCs/TOs.
- A remark indicating the account will be reconciled using the DTS CBA Reconciliation Module.

Section 7: Authorization: In accordance with current DoD component procedures.